



DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer  
Job Opportunity

Sr. Deputy Commissioner, DRE or  
Deputy Commissioner, DRE  
Sacramento  
Permanent — Full-time

The Department of Real Estate (DRE) has an opening in its Legislation and Public Information Section for a Sr. Deputy Commissioner or Deputy Commissioner. This position is permanent, full-time. The Department is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Overall responsibility for the composition, proofing, drafting, and production of Department publications.
- Serve as Internet/Intranet Content Coordinator. Provide central point of contact for coordinating addition/revision/deletion of content. Work with Program Managers to help meet their needs and to ensure that the page relevant to their Program Area are accurate and current.
- Responsible for revisions to the Real Estate Law Book. Determines which sections of Real Estate Law, Regulations and other pertinent law sections contained in the book have been amended or repealed, and which newly adopted statutes are to be added. Prepares printing requisitions and monitors inventory and orders reprints as needed.
- Assist Public Information Officer in Department outreach program efforts. Arrange sites, coordinate speakers, create promotional flyers, send out promotional materials to the media and interested organizations and create agenda brochures for use in the seminars.
- Coordinate, edit, and distribute review notices on the DRE Policy & Procedure Manual revisions.
- Coordinate, edit and prepare proof copies of the Real Estate Reference book. Coordinate and edit content from contributors.
- Monitor publication inventories and maintain adequate stock.
- Assist in production of Real Estate Bulletin.
- Handle phone and letter inquiries of a general nature.

Required qualifications:

- Knowledge of proper English usage, editing techniques, page layout, etc.
- Computer literate preferably with experience in 1) Microsoft: Word, Excel & FrontPage, and 2) Adobe: PageMaker, InDesign & Photoshop.
- Ability to identify and evaluate issues and to organize work priorities.
- Excellent interpersonal skills.
- Ability to communicate effectively, both orally and in writing, with others at all levels inside and outside of the organization.
- Dependable, reliable and have excellent attendance.
- Ability to function independently or as part of a team.
- Ability to work under pressure within mandated timeframes.

Desirable qualifications:

- Ability to lift up to 10 lbs. as needed.
- Knowledge of DRE Real Estate rules, regulations, policies and procedures is helpful.

	<u>Deputy Commissioner</u>		<u>Sr. Deputy Commissioner</u>
Salary:	Range A	\$2774 - \$3157	Range C \$3609 - \$4350
	Range B	\$3232 - \$3709	Range D \$3964 - \$4773
			\$4350 - \$5249

**Who may apply:** Current State employees at the Sr. Deputy Commissioner or Deputy Commissioner level, those who are transferable to the class(es), and those with list eligibility for Sr. Deputy Commissioner or Deputy Commissioner. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

**Submit Applications to:**  
Michele Walton, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0796 or CALNET 498-0796

**For information on the position contact:**  
Thomas Pool, Manager  
Legislative and Public Information Services  
(916) 227-0770 or CALNET 498-0770

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>  
Applications will be screened using the Necessary/Desirable Qualifications shown above and  
only the most qualified will be contacted for an interview.